



Serving the Entire Hackensack River Watershed
One DeKorte Park Plaza • Lyndhurst, NJ • 07071 • Phone: 201-460-2802 • Fax: 201-460-2804

REQUEST TO ACCESS RECORDS

Important Notice

The reverse side of this form contains important information related to your rights to access government records. Please read it carefully. At the present time we cannot accept credit cards for payment. Our web site <http://www.meadowlandsconservationtrust.org> provides information that you should find helpful in preparing your request.

Requestor Information – Please Print

First Name _____ MI _____ Last Name _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____ Email _____

Business Hours Telephone: Area Code _____ Number _____ Extension _____

Preferred Delivery: Pick Up _____ US Mail _____ On Site Inspect _____

Select One: Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE** **HAVE NOT** been convicted of any indictable offense under the laws of New Jersey or any other state of the United States.

Signature _____ Date _____

Payment Information

Maximum Authorization Cost \$ _____

Select Payment Method

Cash ___ Check ___ Money Order ___

Fees: Pages 1-10 @\$0.75
Pages 11-20 @\$0.50
Pages 21 - @\$0.25

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Extraordinary service fees dependent upon request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Provide block and lot number if applicable. Also, please include the type of access requested (copying, inspection, or examination); and if data, the medium requested.

STATE USE ONLY

Est. Document Cost _____

Est. Delivery Cost _____

Est. Extras Cost _____

Total Est. Cost _____

Deposit Amount _____

Estimated Balance _____

Deposit Date _____

STATE USE ONLY

Custodian: If any part of request cannot be delivered in 7 days, detail reasons here.

In Progress - Open _____

Denied - Closed _____

Filled - Closed _____

Partial - Closed _____

STATE USE ONLY

Tracking Information

Tracking # _____

Rec'd Date _____

Ready Date _____

Total Pages _____

Final Cost

Total _____

Deposit _____

Balance Due _____

Balance Paid _____

Records Provided

Custodian Signature _____

Date _____

New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)

1. State Law requires that in order to request access to government records, you must complete all portions of and date this request form and deliver it in person during regular business hours or by mail, fax to the custodian of the records requested. Your request is not considered filed until the custodian of the records has received the request form. If you submit the request form to any other officer or employee of the **Meadowlands Conservation Trust**, that officer or employee does not have the authority to accept your request form on behalf of the **Trust** and you will be directed to the custodian.
2. If you submit a request for access to government records to someone other than the custodian, do not complete the **Trust's** request form, or attempt to make a request for access by telephone or fax, the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
3. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. ***Payment shall be made by cash, check or money order*** payable to the **Meadowlands Conservation Trust**.
4. ***A 50% deposit must accompany requests with estimated fees exceeding \$25.*** Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
5. By State Law, a custodian must deny access to a person who is convicted of an indictable offense in New Jersey, any other state, or the United States, who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
6. By law, the **Trust** must notify you that it grants or denies a request for access to government records within 7 business days after the custodian of the records receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within 7 business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
7. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
8. If the **Trust** is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
9. Except as otherwise provided by law or by agreement with the requester, if the custodian of the records fails to respond to you within 7 business days of receiving a request form, the failure to respond will be considered a denial of your request.
10. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the **Trust** to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at **1-866-850-0511**, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The Council can also answer other questions about the law.
11. Information provided on this form may be subject to disclosure under the Open Public Records Act. The name and mailing address for the Records Custodian of the New Jersey Meadowlands Commission is:

Mr. Jonathan P. Martin - Custodian of Records
Meadowlands Conservation Trust
One DeKorte Park Plaza
Lyndhurst, New Jersey 07071